



MELCOR

LIVE. WORK. SHOP. PLAY.



CAREER OPPORTUNITY



Where People Want to Work

Melcor is an award winning employer with a proven track record of caring for and empowering our exceptional team.

If you are a dedicated financial professional with a keen love for numbers and the ability to lead a team and you meet or exceed our qualifications, please send your resume to:
careers@melcor.ca re: Accounting Manager

We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.

Who We Are

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centres and golf courses.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



MELCOR

ACCOUNTING MANAGER

COMMUNITY DEVELOPMENT

WE ARE LOOKING FOR

an **Accounting Manager (South)** to prepare and maintain financial reports and documentation for management and financial reporting to support corporate decision-making and public company reporting requirements.

This **permanent full-time** position based in Edmonton reports to the Corporate Controller and leads a small team.

WHAT YOU'LL DO

- Prepare and analyze financial reporting packages and other documents for projects and joint ventures (monthly/quarterly)
- Maintain internal control policies and procedures

YOU HAVE:

- an accounting/finance degree or diploma
- 5-7 years accounting experience
- Excel and Word technical expertise
- Reflex or another ERP system experience
- strong analytical and problem solving skills with sound business judgment
- strong time management and organizational skills
- strong attention to detail



- Assist in the preparation of audit packages
- Monitor monthly cash requirements
- Coordinate department budgets annually and semi-annually and provide monthly budget to actual reports
- Manage and maintain the division's general ledger and chart of accounts
- Oversee accounts payable processing
- Review conveyancing documents and maintain sales inventory data
- Lead a small accounting team, including assisting with hiring, performance management, training and development

EXTRA POINTS FOR:

- CPA designation
- Real estate industry experience
- System conversion experience
- Public company experience